



**Sean Rogan**  
Executive Director

**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

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**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

March 06, 2012

The Honorable Board of Commissioners  
Housing Authority of the  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

**ADOPTED**

BOARD OF COMMISSIONERS  
HOUSING AUTHORITY

2-H March 6, 2012

SACHI A. HAMAI  
EXECUTIVE OFFICER

**APPROVE THE PURCHASE OF DELL COMPUTERS TO REPLACE EXISTING COMPUTERS  
(ALL DISTRICTS) (3 VOTE)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ( )  
DISAPPROVE ( )**

**SUBJECT**

This letter recommends the purchase of 165 desktop and 16 laptop computers, docking stations and related accessories for the Housing Authority's Housing Management Division. These computers will replace older computers that have performance issues due to their age. The purchase of replacement computers will allow the Housing Management Division staff to process workloads in a timely fashion.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the purchase of computer equipment is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the action will not have the potential for causing a significant effect on the environment.
2. Approve and authorize the Executive Director or his designee to execute a purchase order with En Pointe Technologies, for 165 desktop and 16 laptop computers, docking stations and related accessories using up to \$160,000 included in the Housing Authority's approved Fiscal Year 2011-2012 budget for this purpose.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Housing Authority's Housing Management Division (Division) administers the County of Los Angeles' Public Housing Programs, regulated by the Department of Housing and Urban Development. Division staff currently utilize 181 desktop and 28 laptop computers to assist in the administration of the programs. Of these, 93% of the desktop and 61% of the laptop computers are more than five years old. The older computers are causing work stoppages due to power supply or motherboards failing. It is not cost effective to continue to repair the computers.

The Housing Authority has determined that 165 desktop and 16 laptop computers, along with docking stations and related accessories need to be replaced to provide staff with the proper resources to perform their essential job functions. The new computers contain the technology to run multiple applications that will enable the Division to effectively administer the programs.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The purchase will be funded with up to \$160,000 included in the Housing Authority's approved Fiscal Year 2011-2012 budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The requested computer equipment purchase will not exceed a cost of \$160,000 which includes a four-year extended warranty on all computers.

The Chief Information Office (CIO) has reviewed and approved this request as reflected in the CIO Analysis provided as an attachment to this letter. On February 22, 2012, the Housing Commission recommended approval of the proposed purchase.

### **ENVIRONMENTAL DOCUMENTATION**

Computer equipment purchases are exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35(b)(3), because the project involves equipment purchase and will not have a physical impact on or result in any physical changes to the environment. This action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

### **CONTRACTING PROCESS**

The Housing Authority is using the County's Consolidated Computer Purchase Program configurations and discounted price leveraged through the Cooperative Government Agreement - Los Angeles County Master Agreement (MA), # MA-IS-1040317-2.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

If approved, the purchase of Dell equipment will ensure that the Housing Authority can provide the computers necessary to support the numerous applications the Housing Authority utilizes.

The Honorable Board of Supervisors

3/6/2012

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sean Rogan", followed by a horizontal line.

Reviewed By:

A handwritten signature in black ink, appearing to read "Richard Sanchez", written in a cursive style.

SEAN ROGAN

Executive Director

SR:cs

Enclosures



Office of the CIO  
**CIO Analysis**

NUMBER:

**CA 12-02**

DATE:

2/22/2012

SUBJECT:

**Approve the Purchase of Dell Computers to Replace Existing Computers**

RECOMMENDATION:

☒ Approve

☐ Approve with modification

☐ Disapprove

CONTRACT TYPE:

☒ New contract

☐ Sole Source

☐ Amendment to Contract #:

☐ Other:

CONTRACT COMPONENTS:

☐ Software

☒ Hardware

☐ Telecommunications

☐ Professional Services

SUMMARY:

Department executive sponsor: Sean Rogan, Executive Director

Description: Purchase 165 desktop and 16 laptop computers for the replacement of existing units that are 5 -7 years old.

Contract amount: \$160,000

Funding source: Housing Authority approved

FY 2011-12 Budget in Operating Funds Capital Fund Program (CFP).

☐ Legislative or regulatory mandate

☐ Subvened/Grant funded:

***Strategic and  
business analysis***

PROJECT GOALS AND OBJECTIVES:

Replacement computers will support the Housing Authority's Housing Management Division to perform their function.

BUSINESS DRIVERS:

The new computers will replace existing computers that are causing work stoppages due to failing power supplies and motherboards.

PROJECT ORGANIZATION:

Project Sponsor is the Director of Housing Management Division.

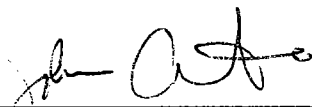

PERFORMANCE METRICS:

All replacement devices will be installed by June 2013.

STRATEGIC AND BUSINESS ALIGNMENT:

This project is in alignment with County IT Standards and Directions.

	<p>PROJECT APPROACH:</p> <p>A Project Plan will be used for the deployment of the replacement units.</p> <hr/> <p>ALTERNATIVES ANALYZED:</p> <p>The Housing Authority will utilize the Consolidated Computer Purchase Program (CCPP) configuration. The computer refresh is consistent with County guidelines of at least 5 years for PC useful life.</p>																																		
<b>Technical analysis</b>	<p>ANALYSIS OF PROPOSED IT SOLUTION:</p> <p>The Housing Authority utilized the County's CCPP Agreement configuration and discounted pricing to identify the most cost-effective solution for their computer needs.</p>																																		
<b>Financial analysis</b>	<p>BUDGET:</p> <p>Contract costs</p> <p>One-time costs:</p> <table> <tr> <td>Hardware.....</td><td>\$ 160,000*</td></tr> <tr> <td>Software .....</td><td>\$ 0</td></tr> <tr> <td>Services .....</td><td>\$ 0</td></tr> </table> <p>Ongoing annual costs:</p> <table> <tr> <td>Hardware.....</td><td>\$ 0</td></tr> <tr> <td>Software .....</td><td>\$ 0</td></tr> <tr> <td>Services .....</td><td>\$ 0</td></tr> </table> <p><b>Sub-total Contract Costs: \$ 160,000</b></p> <p>Other County costs:</p> <p>One-time costs:</p> <table> <tr> <td>Hardware .....</td><td>\$ 0</td></tr> <tr> <td>Software .....</td><td>\$ 0</td></tr> <tr> <td>Services (ISD) .....</td><td>\$ 0</td></tr> <tr> <td>County staff (existing) .....</td><td>\$ 0</td></tr> <tr> <td>County staff (net new) .....</td><td>\$ 0</td></tr> </table> <p><b>Sub-total one-time County costs: \$ 0</b></p> <p>Ongoing annual costs:</p> <table> <tr> <td>Hardware.....</td><td>\$ 0</td></tr> <tr> <td>Software .....</td><td>\$ 0</td></tr> <tr> <td>Services (ISD).....</td><td>\$ 0</td></tr> <tr> <td>Services (Contractor) .....</td><td>\$ 0</td></tr> <tr> <td>County staff (existing) .....</td><td>\$ 0</td></tr> <tr> <td>County staff (net new) .....</td><td>\$ 0</td></tr> </table> <p><b>Sub-total ongoing County costs: \$ 0</b></p> <p><b>Total one-time costs: \$ 160,000</b></p> <p><b>Total ongoing annual costs: \$ 0</b></p> <p>*The one-time cost of \$160,000 includes operating system software and 4 years extended warranty.</p>	Hardware.....	\$ 160,000*	Software .....	\$ 0	Services .....	\$ 0	Hardware.....	\$ 0	Software .....	\$ 0	Services .....	\$ 0	Hardware .....	\$ 0	Software .....	\$ 0	Services (ISD) .....	\$ 0	County staff (existing) .....	\$ 0	County staff (net new) .....	\$ 0	Hardware.....	\$ 0	Software .....	\$ 0	Services (ISD).....	\$ 0	Services (Contractor) .....	\$ 0	County staff (existing) .....	\$ 0	County staff (net new) .....	\$ 0
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<b>Risk analysis</b>	<b>RISK MITIGATION:</b> The department will maintain the original working PC's until the new PC's are operational, in case of failure of the new unit.
<b>CIO Approval</b>	<b>PREPARED BY:</b>  _____ John Arnstein, Sr. Associate CIO February 22, 2012 _____ Date
	<b>APPROVED:</b>  _____ Richard Sanchez, County CIO 2-22-12 _____ Date

Please contact the Office of the CIO (213.253.5600 or [info@cio.lacounty.gov](mailto:info@cio.lacounty.gov)) for questions concerning this CIO Analysis. This document is also available online at <http://ciointranet.lacounty.gov/>